



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9305943
Procuring Entity DEPARTMENT OF TOURISM
Title SERVICES OF A DOT-ACCREDITED TOUR OPERATOR FOR THE CONDUCT OF QMS THIRD-PARTY SURVEILLANCE AUDIT ON 12-13 DECEMBER 2022

Area of Delivery

Solicitation Number:	2022-12-326	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	1
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	02/12/2022
Approved Budget for the Contract:	PHP 118,664.20	Last Updated / Time	05/12/2022 13:01 PM
Delivery Period:		Closing Date / Time	06/12/2022 14:00 PM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

I. BIDDER : Service Provider (DOT-Accredited Tour Operator)

II. PROJECT TITLE : DOT's 2nd Internal Quality Audit for FY 2022

III. PROJECT DATE : 12-13 December 2022

PURPOSE/ OBJECTIVE : The Department of Tourism – Planning Service is in need of services of a DOT-Accredited Tour Operator engaged in the business of providing land transport service and domestic airfare for the conduct of QMS Third-Party Surveillance Audit FY 2022

IV. SCOPE OF WORK

a. Flight (Airfare and luggage)

Date Route Preferred Departure Time Number of Pax Remarks

Dec. 12 Manila – Legazpi 0600H – 0700H 4 With at least 20kgs luggage allowance

Dec. 12 Legazpi – Manila 1700H – 1800H 4 With at least 20kgs luggage allowance

Dec. 13 Manila – Cebu 0500H – 0600H 2 With at least 20kgs luggage allowance

Dec. 13 Cebu - Manila 1100H – 1200H 2 With at least 20kgs luggage allowance

Requirements:

- Ticket is rebookable.
- If above flights are fully booked, the supplier may present the next available option provided that it will not exceed the ABC
- Name of passengers and itinerary will be provided upon final confirmation
- Regular Economy Fare
- All are direct flights
- Include Travel Insurance
- Show breakdown of quotation

b. Land Transport Service

Days Route Remarks

2 days Dec 12 – DOT Makati to Pampanga to Baguio City

Dec 13 – Baguio City to DOT Makati 1 van

Requirements:

- Toll fees, fuel, and parking fees; accommodation and meals for drivers
- Professional, experienced, well-trained and courteous drivers.
- Travel Insurance
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
- Drivers must be fully vaccinated
- Itinerary may be subject to change provided that the end-user must give notice.

V. BUDGET

The approved total budget is One Hundred Eighteen Thousand Six Hundred Sixty-Four and 20/ 100 (Php 118,664.20), inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Further, winning bidder must be willing to provide services on send-bill arrangement.

Project cost shall be charged against the FY 2022 GAA of the Planning Service subject to existing accounting and auditing rules.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Services of a DOT-Accredited Tour Operator	1	Lot	118,664.20

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2022-12-326

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 05 December 2022 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Remarks

1st extension

Created by Norjannah P Lucman**Date Created** 01/12/2022

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